
Get ready now to apply to HTC.

Applications for FY22 will be accepted through Amplifund, a user-friendly online system. This guide contains instructions on how to get ready to use Amplifund.

All lead entities must complete pre-registrations.

To access Amplifund and successfully apply, the lead entity of a proposal must complete a series of pre-registrations.

In the event that your lead entity lacks a sam.gov registration, **completing these steps can take up to two weeks.** It is therefore important for lead entities to acquire their pre-registrations as quickly as possible, ideally before the HTC application has opened.

What is a lead entity?

The lead entity is publicly listed as the primary contact of the collaboration. It is responsible for drafting and submitting the application in Amplifund on behalf of the other participants in the collaborative.

Not all entities participating in the collaboration are required to complete these pre-registrations; only the lead entity – the one who will actually be completing the application – must do so.

Preparing to access Amplifund entails two primary pre-registrations:

1 Registration of the lead entity in sam.gov

Instructions are linked in the table on [page 2](#).


2 Registration of intended Amplifund users in the Illinois GATA Grantee Portal

Instructions start on [page 3](#) of this document.

Note: in addition to these requirements, submitting a successful application in Amplifund requires that your lead entity is not:

- 1.) Listed in the Federal Excluded Parties List.
- 2.) Included on the Illinois Stop Payment List.
- 3.) Included on the Illinois DHFS Sanction List.

Here is a list of the components you'll need to complete your pre-registrations:

Component	Why do I need it?	Turnaround	How do I get it?
sam.gov registration [IMPORTANT]	This pre-requirement is mandated by the State of Illinois. While an applicant may fill out an application in Amplifund without this registration, the application will be locked out from evaluation until it is successfully obtained.	 Up to 10 business days	Find instructions and begin the registration here .
DUNS #	A DUNS number is a unique nine-character number used to identify your organization. This credential is needed for registration both with sam.gov and with the GATA Grantee Portal.	Several days to gather info, 1-2 day turnaround once submitted	Look up your DUNS here or request a DUNS here
Illinois.gov public account	This credential is used both to register in the GATA Grantee Portal and to log in to Amplifund.	5 minutes	Find instructions to create a new account here
GATA registration [IMPORTANT]	This user registration triggers user access to Amplifund.	5-10 minutes, though internal approval may be needed	Find instructions beginning on page 3 of this document.
FEIN (or EIN)	A FEIN is a federal tax identification number required to register an entity in the GATA Grantee Portal. A FEIN will not have to be provided by users whose organization is already registered in the GATA Grantee Portal.	1 day if completed online, 4 days by fax, 4 weeks by mail	Find instructions and begin the application here

Continue to page 3 for instructions on how to register a user for the GATA Grantee Portal.

How to register a user for the State of Illinois GATA Grantee Portal

Completing this process triggers user access to Amplifund. In the GATA Grantee Portal, you will associate your Illinois.gov account with your organization. When you use Amplifund, your membership in (or representation of) this organization will be presupposed.

When this process is successfully completed, you will be able to follow the public link to the HTC application when it appears and access Amplifund via the Illinois.gov login portal.

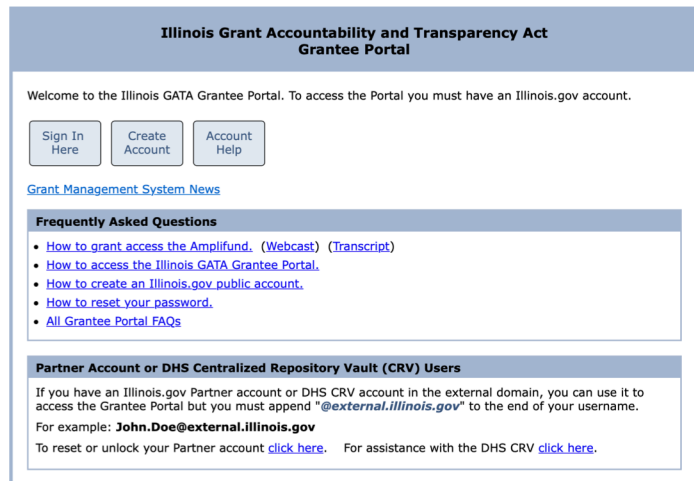
Before you begin this process, you will need:

- An Illinois.gov public account
- The DUNS # of your organization
- The FEIN of your organization (if your org. isn't yet registered in GATA)
- The Illinois Secretary of State ID of your organization (if your org. isn't yet registered in GATA)

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Navigate to the GATA Grantee Portal

Visit the Grantee Portal at
<https://grants.illinois.gov/portal/>



**Illinois Grant Accountability and Transparency Act
Grantee Portal**

Welcome to the Illinois GATA Grantee Portal. To access the Portal you must have an Illinois.gov account.

[Sign In Here](#) [Create Account](#) [Account Help](#)

[Grant Management System News](#)

Frequently Asked Questions

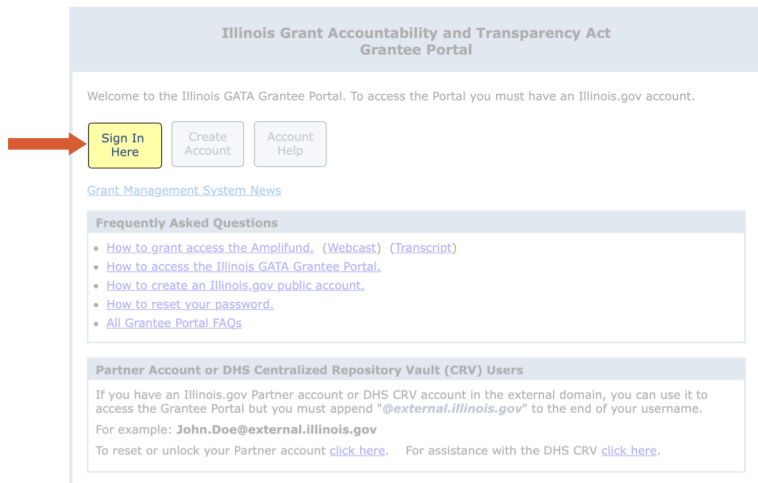
- [How to grant access the Amplifund. \(Webcast\)](#) [\(Transcript\)](#)
- [How to access the Illinois GATA Grantee Portal.](#)
- [How to create an Illinois.gov public account.](#)
- [How to reset your password.](#)
- [All Grantee Portal FAQs](#)

Partner Account or DHS Centralized Repository Vault (CRV) Users

If you have an Illinois.gov Partner account or DHS CRV account in the external domain, you can use it to access the Grantee Portal but you must append "@external.illinois.gov" to the end of your username.
For example: **John.Doe@external.illinois.gov**
To reset or unlock your Partner account [click here](#). For assistance with the DHS CRV [click here](#).

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Click "Sign In Here" to navigate to the Illinois.gov login page.



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Log in to the illinois.gov portal

Use the credentials you generated when you [created your public Illinois.gov account](#). You need only enter the simple form of your username (e.g. "johndoe") rather than the complex version (johndoe@public.external.illinois.gov").

ILLINOIS.gov Authentication Portal

Sign in with your Public account

Note: The Illinois.gov account is not an email address, but a credential for accessing systems in the award process. You will not be able to send or receive email from this address.

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Read and accept GATA'S terms and conditions

After you have read the content, click "Accept" to proceed.

Illinois Grant Accountability and Transparency Act Grantee Portal Disclaimer

USAGE TERMS AND CONDITIONS

*** UNAUTHORIZED ACCESS IS PROHIBITED ***

Further access to this system is strictly limited to users authorized by the State of Illinois conducting official State business. Users of this system shall have no expectation of privacy. By accessing this system the user consents to monitoring and recording, which may be disclosed for administrative, disciplinary, civil, or criminal actions, penalties, or prosecution. Neither the State of Illinois nor any of its employees shall be liable for any damages arising in any way out of the use of this system or any information contained herein.

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Enter the DUNS number of the lead entity and click "Submit."

If your lead entity does not have a DUNS, consult the first page of this document to obtain one.

Illinois Grant Accountability and Transparency Act Grantee Portal - Associate Grantee

You are accessing the GATA Grantee Portal with the Illinois.gov Public account:
akauth (akauth@uic.edu)

To associate your account with a grantee record in the Illinois Grant Accountability and Transparency (GATA) system, please enter the 9 digit Dun & Bradstreet DUNS number of your organization and press the 'Submit' button.

If you do not know your DUNS number please [click here for assistance](#).

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Note whether or not the GATA system recognizes the DUNS of the lead entity.

If the system recognizes your DUNS (as shown below), proceed to **Step 7**.

DUNS recognized.

Is this your organization?

HTC_Test
100 HTC Testing Street
Springfield, IL 62701

If the system does not recognize your DUNS, a button will appear that says "Create grantee account." Proceed to **Step 10**.

DUNS not recognized.

Create grantee account

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(Continue from here if DUNS is recognized in Step 6)

Click "Yes"

By clicking Yes, you will submit an official request to your lead entity's GATA administrator to be enrolled within the GATA and Amplifund systems.

**Illinois Grant Accountability and Transparency Act
Grantee Portal - Associate Grantee**

You are accessing the GATA Grantee Portal with the Illinois.gov Public account:
HTC_Test_2 (healthcaretransformation2021@gmail.com)

To associate your account with a grantee record in the Illinois Grant Accountability and Transparency (GATA) system, please enter the 9 digit Dun & Bradstreet DUNS number of your organization and press the 'Submit' button.

If you do not know your DUNS number please [click here for assistance](#).

Is this your organization?

HTC_Test
100 HTC Testing Street
Springfield, IL 62701

DISCLAIMER
By clicking 'Yes' you certify that you are a legal member or representative of the organization listed.

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Communicate with your lead entity's GATA administrator, seeking a response to your request for access.

While your request is pending, upon login, you will see the screen pictured here. We recommend communicating your request directly to your administrator via email, as the GATA system does not auto-generate an alert or invitation upon your request.

**Illinois Grant Accountability and Transparency Act
Grantee Portal**

You are attempting to access: **HTC_Test**

The following people can approve access for this organization:

- **Justin Bartkus (jbartkus@uic.edu)**

[Click here](#) after approval is granted to browse to the Grantee Portal Main Menu.

[Click here](#) to cancel your request.

Eventually, your GATA administrator will grant you access. Once that has happened, navigate here and click this button.

Email your GATA administrator to alert them that your request is waiting in the GATA system.

Note: in responding to your request, GATA administrators must select a checkbox (not pictured) that says: "Has Access to the Amplifund Grant Management System." Ensure that they select this checkbox.

How to register a user for the State of Illinois GATA Grantee Portal

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Confirm you are enrolled in Amplifund.

When you click the button from step 6b after receiving access, two results are possible, depending on which accesses were granted your account by your administrator.

First possibility:

If you see a webpage titled **Illinois Grant Accountability and Transparency Act – Main Menu** after clicking the button in 6b, navigate to il.amplifund.com, choose **Public Account**, and log-in with your Illinois.gov email credentials.

If you are successful, you will be brought to a page titled **“Click to Proceed Agreement.”** At this point, no further action is necessary.

If you are unsuccessful, circle back with your GATA administrator to make sure your account was granted access to Amplifund in GATA.

Second possibility:

After you click the button in 6b, if you see a webpage that says: **“You do not have access to the Grantee Portal, but you do have access to the Amplifund Grant Management System,”** then your user account is successfully registered with Amplifund and no further action is necessary.

10 (Continue from here if DUNS is NOT recognized in Step 6)

Click “Create grantee account” to navigate to the Create Grantee form page



**Illinois Grant Accountability and Transparency Act
Grantee Portal - Associate Grantee**

You are accessing the GATA Grantee Portal with the Illinois.gov Public account:
HTC_Test (jbartkus@id.iit.edu)

To associate your account with a grantee record in the Illinois Grant Accountability and Transparency (GATA) system, please enter the 9 digit Dun & Bradstreet DUNS number of your organization and press the 'Submit' button.

If you do not know your DUNS number please [click here for assistance](#).

This DUNS number was not found in the GATA system. If this is the correct DUNS number for your organization then click the 'Create grantee account' link below to create a new account with the State of Illinois. If the number above is incorrect, you may edit and click the submit again.

DISCLAIMER
By creating an account you certify that you are a legal member or representative of the organization associated with this DUNS number.

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Fill out the Grantee Portal Registration form and then click Save.

This form requests various information about your lead entity. You will need the organization's DUNS, FEIN, and Illinois Secretary of State ID to complete this form.

**Illinois Grant Accountability and Transparency Act
Grantee Portal - Registration**

Cancel Save

To create an account with the Illinois Grant Accountability and Transparency System please fill in the form and click the 'Save' button. All fields are required except those labeled 'Optional'.

Organization DUNS
847383733

Organization FEIN (Numbers only: 9 digit Federal Employer ID Number)

Organization Type
▼

Illinois Secretary of State File ID (Numbers only)
Illinois Secretary of State

Organization Name

Organization Address 1 _____

Organization Address 2 (Optional) _____

City _____

State IL **Zip Code** _____

Primary Email _____

Primary Phone (###-###-####) _____

Does this organization have 2 or more years experience with Illinois grants? ☒ Yes ☐ No

IMPORTANT: Please enter and validate this organization's correct fiscal year end date. GATA must record the correct date for audit requirements. Upon clicking the 'Save' button, changes to this date can only be done by contacting the state cognizant agency.

Fiscal Year End Month: ▼ **Fiscal Year End Day:** ▼

Cancel Save

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Success!

Once the information you entered in the Grantee Portal Registration form is saved, you will be navigated to the Main Menu page for your newly GATA-enrolled entity.

As the creator of this account, you are the default GATA administrator of your lead entity, and as such, have access to Amplifund. No further action is necessary.

Note: This Main Menu page lists the status of key qualification requirements for your organization to submit an application through Amplifund.

Organization: **HTC_Test** [Edit](#)

GATA ID: **697035**

State cognizant agency: **Healthcare And Family Serv (478)**

Contact for assistance: Ron.McKechan@illinois.gov

You are signed in as: **jbartkus31 (jbartkus@uic.edu)**

*Information confirming your organization's registration in GATA.
Your email address is by default assigned administrator status.*

Pre-Qualification Status

Items in yellow are being evaluated by the State. Their status could take up to one business day.

Requirement	Status	Remediation
SAM.gov Account	Pending	Help
Federal Employer ID (FEIN)	Good	Help
Federal Excluded Parties List	Good	Help
Illinois Stop Payment List	Good	Help
Illinois DHFS Sanction List	Good	Help

Your organization must remain in good standing in all pre-qualification requirements. The status of these requirements are validated nightly. Notifications when changes occur to the pre-qualification status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.

The Main Menu page lists the status of key pre-qualification requirements for submitting an application in Amplifund.

Note: When the public link to the application becomes available, users will be routed directly by that link to enter their Illinois.gov log-in credentials, and from there they will proceed to the application in Amplifund. GATA registration is prerequisite to accessing Amplifund in this way.

Once registered in GATA, users will not have to return to the GATA Grantee Portal to access Amplifund.